

SCOTTISH EPISCOPAL CHURCH SAFEGUARDING TEAM

General Synod of the Scottish Episcopal Church: Scottish Charity Number SC015962

GUIDANCE NOTE FOR PVG APPLICANTS AND PVG CO-ORDINATORS DIGITAL PVG APPLICATION FORMS AND ID CHECKS

PLEASE SEND COMPLETED PVG FORM AND ASSOCIATED DOCUMENTATION BY EMAIL TO:

DaphneA@scotland.anglican.org

DO NOT SEND PVG FORMS DIRECT TO DISCLOSURE SCOTLAND OR VOLUNTEER SCOTLAND (VSIDS)

GENERAL

To apply for PVG disclosure please download and save a copy of the correct PVG form from Volunteer Scotland Disclosure Services. PVG applications must be in **Microsoft Word** with the filename in the format SMITH Michael John – please do not print and scan or convert your PVG form to PDF.

You should complete a **PVG Existing Member application** form if you have already joined PVG through another employer or voluntary organisation. As a PVG member you will have a certificate with the heading PVG Scheme Record, PVG Scheme Record Update or PVG Scheme Membership Statement.

If you have no previous disclosures or your only previous certificate has the heading **Enhanced Disclosure** or **Basic Disclosure** you should complete the **Application to Join PVG form**. If you have previously been a member of the PVG Scheme, and are now re-applying to join you should use this form.

You can download the latest version of the two forms here: [link to PVG forms](#)

COMPLETING PVG FORMS: REQUIRED INFORMATION

You may need to select 'edit document' from the menu. Please type within the boxes on the form or use the drop down menus.

BOTH FORMS: All applicants must provide their full name and date of birth

In addition, applicants to join the PVG Scheme must provide the following:

- All previous names that **you** have been known by.
- Your mother's or adoptive mother's birth surname. Please note surname only required.
- Town and country of birth and nationality: Town should be the postal town.
- Email and phone contact details.
- Five full years of address history, including resident from dates (form converts to mm/yy format)
- Your National Insurance Number (if you have one).
- Details of your passport and driving licence (if you hold valid ones)

EXISTING PVG MEMBERS: YOUR PVG MEMBERSHIP NUMBER IS REQUIRED

This is the 16-digit PVG Scheme membership number which appears immediately below your date of birth on your PVG certificate. If you have lost your certificate you will need to email Disclosure Scotland at response@disclosurescotland.gov.scot for confirmation of your PVG Scheme Membership number and which workforce(s) you are registered for. You will need to provide your full name and date of birth.

Please send a scanned copy of your PVG Scheme Record certificate with your application. If you are unable to provide a copy certificate, please confirm which workforce(s) you are registered for PVG on a separate piece of paper (i.e. Children, Adults or Both).

EXISTING PVG MEMBERS: CHANGES IN PERSONAL DETAILS

If you have changed address, or any other details since your last application to Disclosure Scotland for PVG purposes, please provide the details on the form.

ALL APPLICANTS: REGULATORY BODY DETAILS

If you applying for PVG for the first time and are registered with a regulatory body, please complete this section using the drop down boxes.

For Existing PVG members this section is to be completed only if you have registered with a Regulatory Body since your last PVG application.

ALL APPLICANTS: DECLARATION

Please read the declaration before signing and dating the form. Either a typewritten or scanned signature is valid. There is no need to print and sign your form by hand.

STIPENDIARY OR SALARIED POSTS ONLY

There is no fee for PVG applications for volunteers. If you are a volunteer please leave the payments section blank.

Payment of PVG fees is generally the responsibility of the employer, but occasionally for convenience the applicant may be asked to make the payment and be reimbursed. If payment is required please follow the link on the form to the payment portal.

If the application is to **join the PVG Scheme** please select **Scheme Record - £59.00**

If the application is for an **existing PVG member**, the fee will be either **Scheme Record - £59.00** or **Scheme Record Update - £18.00**. The table below sets out the options. If you are in any doubt as to which fee applies please check with Vicki or Daphne.

Existing PVG	Application for SEC	Fee payable
Children	Children	Scheme Record Update - £18
Protected Adults	Protected Adults	Scheme Record Update - £18
Both	Either or Both	Scheme Record Update - £18
Children	Protected Adults or Both	Scheme Record - £59
Protected Adults	Children or Both	Scheme Record - £59

Once the payment type has been selected please follow the payment instructions and add the 9-digit payment reference number to the form, or if you are making payment on behalf of the application send the reference number separately by email to Vicki or Daphne.

The Safeguarding Office team will complete all the other relevant sections on the forms, including the date submitted and the application type. Please also leave sections 11-15 of applications to join PVG and 6-12 of existing PVG member applications blank.

SUPPORTING DOCUMENTATION

All applicant for PVG disclosure must complete the PVG declaration form (page 5 below). This may be sent with the form or direct to DaphneA@scotland.anglican.org

ID CHECK (see also pages 3-4 below)

Disclosure Scotland requirements for ID checks have been adapted to allow for social distancing. PVG Co-ordinators are still expected to view original documentation. This can be done face-to-face by maintaining a safe distance and wearing a mask, or by video call (eg Teams, Zoom or WhatsApp). It is acknowledged that it will not be easy to see details at a distance, so the ID check should be followed up with scans or photos of the relevant documents. These should be submitted with the form. All electronic documentation will be deleted on completion of the PVG process.

CONFIRMATION OF ROLE AND IDENTITY (replaces green confirmation of ID check form)

1. GENERAL INFORMATION FOR CO-ORDINATORS

If the applicant is unable to complete a digital form, you may complete it on their behalf. Applications using the paper forms will be accepted if it is not possible for either you or the applicant to complete a digital form. These will be transferred to digital format at the General Synod Office.

PVG Co-ordinator responsibilities:

- In completing this form you are confirming that the applicant has been appointed to do Regulated Work with children and/or protected adults as part of their normal duties for a congregation or diocese of the SEC. Please provide relevant details of the appointment in section 2 of this form.
- Please check that the applicant has used the correct form and has completed all the sections that are required information.
- Each application must be accompanied by a PVG declaration (page 5).
- Each application should be saved in Microsoft Word with the filename in the format SMITH Michael John. Printed PDF or scanned forms cannot be processed by Disclosure Scotland.
- The ID check section of this form should be completed (page 4).
- Send form, ID check and declaration to DaphneA@scotland.anglican.org

2. TYPE OF APPOINTMENT

Please fill in whichever of the job titles apply. If the job description does not fit any of the categories listed below please contact Daphne or Vicki for advice.

Applicant's full name	
Applicant's email address and phone number	
Name of Congregation or Diocese (employer)	
Type of regulated work	Stipendiary Clergy (Bishop's appointment)
Please give relevant job title(s)	Job title:
	Non-Stipendiary Clergy (Bishop's appointment)
	Job title:
	Licensed Lay Ministry (Bishop's appointment)
	Job title:
	Children's Worker (Volunteer, Vestry appointment)
	Job title:
	Pastoral Visitor (Volunteer, Vestry appointment)
	Job title:
	Salaried Appointment
	Job title:

3. CONFIRMATION OF IDENTITY

Photographic Verification (at least one required from the list)

1. Passport (UK or overseas)

2. Driving licence with photograph (also counts as one of the two required address verification documents)
3. Other forms of **CURRENT** photo ID: UK Government Department Pass/Card, Employee ID Card, NHS Scotland ID Card, Armed Forces ID Card, National Union Student ID, University ID, Young Scot Card, National Entitlement Card

Verification of Current Address (at least two required from the list)

1. Bank or building society statement (within last 3 months)
2. A utility bill (within last 3 months)
3. Credit or store card statement (within last 3 months)
4. Financial statement (e.g. Mortgage, Personal loan papers, ISA)(within last 3 months)
5. Correspondence from statutory bodies (e.g. Benefits Agency, Employment Services; Central or Local/Government Departments) (within last 3 months)
6. Pension or other benefits book
7. Visa
8. Work Permit
9. **Paper driving licence issued prior to 1998.** Please note: A paper licence issued prior to 1998 remains valid if the address is current. The paper counterpart to a photo driving licence issued between 1998 and 2015 has had no legal status since 8 June 2015 and only the photocard can be accepted as proof of ID.

Where the applicant cannot provide Photographic Evidence of Identity (Passport etc)

Please seek advice from Daphne

5. CO-ORDINATOR DECLARATION

I declare that, to the best of my knowledge and belief, all the information that I have given with this application is full and correct in every respect. I undertake to supply any additional information that may be required by Disclosure Scotland to verify the particulars given.

Co-ordinator Name:
Date:
<p>I have checked the following three original documents:</p> <ol style="list-style-type: none"> 1. 2. 3.

Please return completed PVG forms and supporting documentation by email to:

DaphneA@scotland.anglican.org

CONFIDENTIAL Scottish Episcopal Church PVG Application Declaration

You have applied to do regulated work with the Scottish Episcopal Church and are therefore required to apply for a PVG Scheme Disclosure for the Church. To help the Provincial Officer determine your suitability for your role with the Church you are requested to disclose any relevant information (see note below).

PVG applicants are requested to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1, 'OFFENCES WHICH MUST ALWAYS BE DISCLOSED' of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015. You do not need to declare spent convictions for offences included in Schedule B1, 'OFFENCES WHICH ARE TO BE DISCLOSED SUBJECT TO RULES' until such time as they are included in a higher level disclosure issued by Disclosure Scotland. If you require further information, please refer to the following:

<https://www.mygov.scot/offences-always-disclosed/>

<https://www.mygov.scot/offences-disclosed-rules/>

The Provincial Officer for the Protection of Children and Vulnerable Adults will treat this Declaration as confidential. If the Provincial Officer needs to take advice before reaching a decision about your appointment any information about you will be made anonymous by excluding identifying personal details of name and address and church, before it is shared with the Provincial Committee for the Protection of Children and Vulnerable Adults. If you appeal against the decision of the Provincial Officer, the information will be shared with the Appeal Committee.

I declare that:

Either:

I confirm that I am not barred from working with children or protected adults, or under consideration for Listing, as in The Protection of Vulnerable Groups (Scotland) Act 2007 or under the Protection of Freedoms Act 2012 in England and Wales. It is a criminal offence for a barred person to seek, apply or undertake work from which they are barred.

Or:

I wish to declare the following:

And:

I consent to the processing of the information on this form and on any other document which I may have provided or which referees or Disclosure Scotland may have provided about me in connection with working with the vulnerable in the Scottish Episcopal Church to enable the Church to operate its policy for protecting children and vulnerable adults. I understand that the decision about my appointment reached by the Provincial Officer (and any subsequent appeal decision) on the basis of this declaration and/or any Disclosure information obtained from Disclosure Scotland will be communicated to me. For Vestry appointments the congregational PVG Co-ordinator and the Cleric with charge of the congregation will be advised. When the application relates to a licence for ministry, the Diocesan Bishop will be advised.

Signature (typed or digital):

Date:

Name:

Congregation: